



**City of Scottsdale
Library Board
Regular Meeting Minutes**
Wednesday, October 19, 2022

PRESENT: Chair Shiela Reyman, Vice-Chair Janet Smigielski, Board Members Sam Campana (arrived at 3:43 p.m.), Sheila Collins, Freda Hartman, Fred Klein, and Marna McLendon.

STAFF: Kira Peters, Community Services Administrator; Managers, Mandy Carrico and Alicia Brillan; Rebekka Jones, Collection Management Coordinator; Lee Schnoor, Systems Integration Supervisor, Carli Stock, Administrative Secretary

Call to Order

Chair Reyman called the meeting to order at 3:32 p.m.

Roll Call

Members present as listed above.

Public Comment:

Julia Taggart came before the board to discuss research she has done on the "Scottsdale Woman's Club" which helped build the Scottsdale Library. Ms. Taggart noted Scottsdale Public Library has recognized two of the many women who helped build the library. She asked for the board to consider recognition and honoring of Hester Slocum, Marie Juetten, Edgar Beston, Margaret Kent, as well as many others.

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Board member Hartman stated on Page 4, last paragraph, for clarity purposes, although only two slides were shown, the interrelation statement referred to collection, circulation, gate count, and budget.

BOARDMEMBER COLLINS MOVED TO APPROVE THE SEPTEMBER 21, 2022, LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER HARTMAN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SIX (6) TO ZERO (0). CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, AND BOARD MEMBERS COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE AND THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Patron Comment Report

Kira Peters, Library Director / Community Services Administrator, highlighted some of the patron comments received since the last meeting. Mustang Library was experiencing technical difficulties that generated comments pertaining to inability to access programming and library data. Mr. Schnoor advised this situation is being addressed. There were many positive comments related to library staff, customer service, and help given. Feedback from patrons included notification on renewal changes and signage for the lower level at Civic Center. A comment was received pertaining to the noise level at Arabian during certain times of the day. Because Arabian is next to the middle school, they have high attendance of teenagers after school. Branch Manager Aikin responded accordingly to the patron and provided alternatives.

Board Members were given an opportunity to ask questions. In response, Ms. Carrico noted they recognize the need for cleanliness and explained the libraries are part of the City's cleaning contract that does not always meet the needs of the highly used libraries. Ms. Carrico advised library rules of conduct are posted in each library and staff will intervene as needed. Library needs are different for everyone and the audience utilizing the library will affect the environment. The middle school students utilize the library as a collaborative space after school which competes with patrons wanting quiet or a study space. Everyone's needs will not be met a hundred percent of the time. Alternatives are offered, such as attending one of the other library branches or coming at a different time. A CIP has been requested for a non-acoustic glass barrier to separate the main reading room from the youth area to decrease the noise level. Unfortunately, there are multiple CIP requests from city departments on the waiting list, which is very competitive. Ms. Peters advised she would provide a list of current CIP requests and their status to the Board.

2. Scottsdale Civic Center Construction Project Update

- Moved to a future meeting

3. Banned Books

Ms. Carrico provided an overview of the process to handle request for banned books. The current trends for banned or challenged books are related to LGBTQ+ and where they are displayed. The Scottsdale Public Library system has a selection materials policy that includes a reconsideration procedure that complies with the ALA Bill of Rights, Freedom to Read and Freedom to View Statements, and recognizes the freedom of access.

When a request for reconsideration of library titles is received the Collection Development Coordinator reviews it and renders a decision in writing. The requestor can file an appeal of the decision, which is reviewed by two Scottsdale librarians and their finding is the final ruling. This procedure is followed for individual and group requestors. Requests can also be received to have a book added to the collection, which follows the same review procedure. Policies and procedures are not developed to address the minority, the policy is not treated like the law, and outliers are not accommodated. The spirit of the policy is followed and can be amended to accommodate someone.

The policy has and continues to protect the collection and there are no present threats from the community, local laws, or higher management. The community does not directly vote

on library funding, currently there are no laws banning content in libraries, and higher management has confirmed they support the policy and decision-making process.

Board Members were given an opportunity to ask questions. Ms. Carrico advised the reconsideration policy has been used appropriately and staff are well trained to handle difficult situations with patrons. Ms. Jones noted although they do not have signage specifically related to 988, there is signage within the library related to difficult topics. Ms. Stock advised she would email the PowerPoint presentation to board members.

4. Library Collection Development

Ms. Peters advised the board Ms. Jones was asked to attend this meeting to provide information related to the collection strengths and the impact of a reduced budget.

Rebekka Jones, Collection Management Coordinator, provided an overview for determining circulation needs and budgeting. To maintain a collection that citizens find interesting and useful, CollectionHQ, a collection management system is used to track circulation trends and recommend budget allocations based on circulation trends. Staff review the recommendations and adjust as needed based on such things as shelf space. The adult collection has the largest circulation, most expensive, and surges in popularity that generate hold requests.

As part of the budgeting process, a monthly budget is proposed for the upcoming fiscal year, which is difficult as many items have not been published yet. When the budget amount is received, it is divided into equal monthly amounts. The selectors compile a list of materials to be purchased, which is then provided to Baker & Taylor, the largest distributor. Each month 5% of the monthly budget is held back to fulfill staff and customer requests. Any amount not expended will roll over into the next month.

Ten years ago the monthly collection budget was \$85,000 compared to the \$16,000 monthly budget this fiscal year. With a change in circulation, particularly with a lower demand for big author material, DVDs, CDs, and audio books, the collection is healthy and there are no budget struggles foreseen for the coming months for physical materials. The balancing part is to adjust the budget allocations as needed to accommodate circulation shifts. Currently, the special revenue account has not been added to the collection budget, with a plan to use funds next year to increase the video game collection and digital materials.

Board Members had an opportunity to ask questions, particularly noting their authority to go before City Council to present facts justifying an increase in the collection budget. Ms. Jones advised she had met with Mr. Murphy, Assistant City Manager, and made her best and strongest arguments for an increased budget as the collection is old and deep, for future planning, and the digital collection. The City looks to solve current problems rather than future problems and at the moment the library collection services are managing.

Board members asked for a specific list of services, in particular digital services, that were lost due to the budget cuts. Ms. Jones provided an overview of the changes to the digital collection with many of the reasons being outside the control of the library system.

5. 2023-2028 Library Strategic Plan Update

- Moved to a future meeting

6. Library Policy Changes

Ms. Carrico reviewed the proposed changes to the changes in the library refund policy that now requires a check from the City, auto renewal policy, and fines/fees was adjusted for the change to the refund policy and removal of “fine” within the policy.

BOARD MEMBER COLLINS MOVED TO APPROVE THE REFUND POLICY AS PRESENTED. VICE-CHAIR SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SEVEN (7) TO ZERO (0). CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, AND BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE AND THERE WERE NO DISSENTING VOTES.

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7. Director's Report

Ms. Peters provided a summary of current events within the library system.

- Welcome, Alicia Brillon, Technology Services Senior Manager
- The library system works closely with the City's Facilities Department on necessary repairs.
- A list of current CIPs will be provided to staff.
- Gate counts for last year were 224,000 compared to 504,000 this year.
- Ms. Orr is working on the Library Card Holder Event, scheduled for November 5th at Scottsdale Stadium, and needs to know which board members will be attending so a quorum can be posted.
- Ms. Orr also attended the Association of Bookmobile & Outreach Services (ABOS) conference to learn of the benefits of a bookmobile.
- Arizona Library Association conference will be held in Prescott this year and Scottsdale will be sending two employees to support employee development and keeping up with the trends.
- The all-staff conference was great, with keynote speaker Frank Warren, author of PostSecret, and Chair Reyman.
- The budget process kicks off on November 1st. Brian Bundy will be present at the November meeting to review the process with the board.
- A committee has been formed to focus on diversity, equity, and inclusion. A Board Member will be invited to join the committee, to be discussed at a future meeting.
- Work continues with the patron engagement software that will be used for renewing library cards and other library work.

- Meg's Café has terminated their contract due to decreased business. An RFP is being developed to locate a vendor to come to Civic Center. Updates will be provided at a future meeting.

8. Board Members' Reports

Chair Reyman advised she attended the Friends of the Library meeting and invited Trey Granger, President, to attend next month's meeting to see the budget presentation and to provide information about the award to be presented at the card holder event. The Friends are raising money for projects for the library and will be conducting a Child Campaign in April 2023. Volunteers are needed for the Library Board table to answer patron questions and encourage obtaining a library card. Attended the staff meeting and noted the theory behind the book PostSecret was enlightening.

9. Identification of Future Agenda Items and Future Meetings

- Julia Taggart's request for recognition of the impact woman have had on the library
 - Budget process update in November
 - Scottsdale Civic Center Library update
 - Strategic plan update
 - Book Store Sales and offering other items
 - Quarter 1, FY 22-23 Library usage data points in one report (collection, circulation, gate count, and budget)
 - Friends' presentation to board
 - List of CIPs pending, timeline, and priorities
 - Fees and Charges
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- Next meeting November 16, 2022, at 3:30 p.m. at Civic Center

10. Adjournment

BOARD MEMBER COLLINS MOVED TO ADJOURN THE MEETING. BOARD MEMBER MCLENDON SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SEVEN (7) TO ZERO (0). CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, AND BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE AND THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:25 p.m.

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